

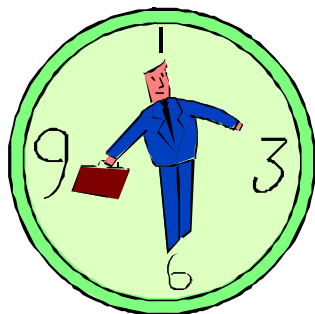
Check Bags at Least 30 Minutes Before Departure

As a result of new security measures, it is more important than ever that travelers check in on time at the airport. Airlines now require you to have your baggage checked and check-in completed, either at the counter or curbside, at least 30 minutes before your departure. You should still plan to arrive at the airport at least one hour before your flight so you can check in on time.

The new security measures mean that airlines need time to screen all baggage and to match bags with the passenger list before the flight can depart.

Changing your original flight or airline after you have checked your luggage just got tougher too. If your plans change after you have checked your baggage, you should notify airline customer service personnel immediately. If you are not on your original flight, the airlines must pull your luggage and get it moved to your new flight.

One state traveler recently attempted to check his bags at the ticket counter 17 minutes before his flight's departure and was turned away because the airline did not have time to process his baggage. The employee had to wait for another flight later in the day. ➔



Follow These Tips to Save Time at the Airport

Following the tips listed below should save you time at the airport and help ensure that you are on time for your flight:

- ▶ If you are **not checking bags**, consider using on-line check-in. You can print your boarding pass up to 24 hours before departure and go right to Security at the airport.
- ▶ If you **need to check baggage**, try curbside check-in. Skycaps will check your bags and print your boarding pass. (We recommend tipping skycaps \$1 per bag.)
- ▶ Use the airport kiosks to check your bags and print your boarding pass.
- ▶ Use Delta Direct phones at the airport to connect to a ticketing agent who can handle many of the same functions as the kiosks.
- ▶ To expedite the screening process and to prevent the need for security personnel to break your locks, don't lock your bags.

**The
▶ Right
Way.**

Airlines Share Flights as Part of Cooperative Agreement

Delta, Northwest, and Continental Airlines have taken another step in their cooperative agreement by initiating “code sharing.” This means that, effective June 26, Delta began booking their passengers on several Northwest-operated flights from Memphis, while Northwest began booking their passengers on several Delta-operated flights from Salt Lake City.

Effective July 2, Delta began booking passengers on Northwest flights to Tokyo from New York (JFK), San Francisco, and Seattle-Tacoma. Effective July 15, Continental will begin booking passengers on a number of Delta-operated flights from Atlanta and Salt Lake City, while Delta books its passengers on certain Continental flights from Cleveland.

Continental and Northwest already “code share” on a number of flights, dating to 1998. The three airlines will share additional flights as their alliance agreement progresses.

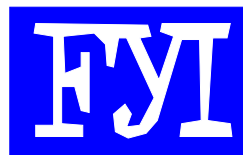
The airlines’ alliance will also allow passengers to choose one frequent flyer program for which to earn miles when flying any of the three carriers. In addition, the airlines have launched reciprocal airport lounge access.

Under the airline agreement, travelers will check in at the airport with the airline that booked the flight and issued the ticket. ➔



FindIt Travel Guide Is Updated on the Internet

The FindIt Travel Guide has been updated with the new mileage rates and the new threshold for involving State Travel in booking group gatherings. The mini-policy and procedure guide, which is informational only, is available on the Finance Web site. See the *State of Utah Accounting Policies and Procedures* section FIACCT 10-02.00 for actual policy and detailed travel information.



The FindIt Guide is posted at www.finance.utah.gov/travel/findit.htm. You can download and print PDF files of the guide in booklet or full-page format. You must have the free Adobe Acrobat Reader installed on your computer to view or print the PDF files. We also provide a full-page version of the FindIt Guide in Microsoft Word format. ➔

Follow These Tips to Save Time (article continues from page 1)

- ▶ Have your boarding pass and photo ID in your hand and ready to show at Security. Effective July 8, receipts, e-mail confirmation, printed itineraries, and tickets will **not** be accepted.
- ▶ To save time at Security, have all metal objects out of your pockets; be prepared to put your coat through the machine; be ready to remove belt buckles, footwear, or jewelry, and to turn on laptops or cell phones if requested.
- ▶ Avoid having Security open your packages by wrapping gifts after arriving at your destination instead of at home. ➔

New Cockpit Security Measures Are In Place

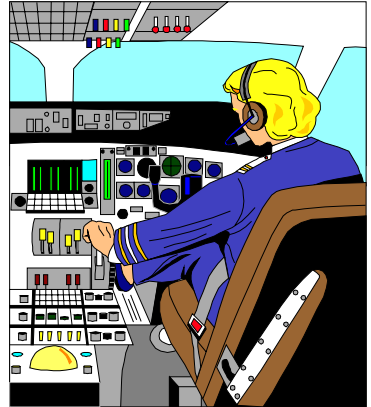
All domestic carriers and most major foreign carriers have complied with new federal requirements to reinforce cockpit doors and walls. The Federal Aviation Administration (FAA) established guidelines in October 2001 for the reinforcement and restricted access to the cockpit. The new hardened doors and walls can withstand small arms fire, grenades, and other fragmentation devices. Doors are required to be locked and cockpit access to be monitored and controlled.

The doors have 15 layers of steel, kevlar, fire blocking, and bullet proofing. The doors and installation costs approximately \$40,000 per plane. The U.S. government, through the Transportation Security Act of 2001, will reimburse the airlines one-third of the cost.

The Transportation Security Administration (TSA) now certifies pilots to have semiautomatic handguns in the cockpit. To receive certification, pilots must pass background and psychological checks and a five-day weapons defensive training.

Weapons must be transported to and from planes in locked cases that are inside nondescript bags. Pilots may holster the weapons only when inside the cockpit.

The 2001 legislation also provides money for installing surveillance cameras to let pilots monitor the area outside the flight deck to identify persons requesting entry and to detect suspicious behavior. Five carriers have started testing systems to deploy cameras immediately outside the cockpit and in the aisles. Jet Blue and Virgin Airlines have already deployed video surveillance systems. ➔



Cockpit doors have 15 layers of steel, kevlar, fire blocking, and bullet proofing.

Travel Office Must Approve Meetings Costing Over \$1,000

Effective July 1, the threshold for State Travel Office involvement with group gatherings increased to \$1,000. Any conference, training session, retreat, or service award gathering estimated to cost more than \$1,000 must have the approval of the State Travel Office. We will review gatherings costing less than \$1,000 if requested.

The State Travel Office can save time and money for agencies by helping to locate reasonable, appropriate facilities and by negotiating lower costs. We also work with frequently-used facilities around the state to set up menus within state per diem.

If the State Travel Office can be of service to you in arranging group gatherings or if you have questions, call Nicole Naylor at 801-538-3109 or Diann Donoviel at 801-538-3103. ➔

